

RISK MATRIX: Debt Reimbursement Process		CONTROLS								
		C-1	C-2	C-3	C-4	C-5	C-6	C-7	C-8	C-9
		Debt Group uses a requisition log to track the number of days between receipt of reimbursement request and submitting disbursement request	Debt Group meets with departmental reimbursement supervisors at beginning of project to give information, including examples of reimbursement cover sheets related to allowable expenses	City Attorney's Office distributed guidelines on eligible and ineligible expenses	Two staff members from the debt management group independently review reimbursement requests after which, a finance deputy gives final approval, documented on a cover sheet (5)	Debt staff considers the IRS's allowance of 5% "working capital" as one alternative for absorbing ineligible expenses	According to Debt staff IRS requirements guide expense approvals process	Debt staff "eyeballs" monthly trustee reports and summarizes total balances held by each trustee to make sure account balances look correct	Debt staff submit written directions to trustees when making debt investment decisions, trustee then sends written confirmation, which, in the case of Wells Fargo and U.S. Bank, debt staff signs and returns confirmation before investment is made	Trustee sends confirmation for payment of debt service. Debt staff maintains records of this
Potential Threats										
The General Fund Fronts Cash to Pay for Debt										
T-1	The City loses potential interest earnings in the Pooled Fund by making the initial outlay for project expenses	A								
T-2	Project managers request reimbursement for unallowable expenses		A	A	A					
T-3	The General Fund absorbs inappropriate project expenses		A	A		A				
Reimbursement Process										
T-4	The expense approval process is overly time-consuming and burdensome for Debt Management staff as well as Project Management staff						A			
T-5	Debt Management expense reviewers make mistakes in the review process			A	A					
Trustee Relationships										
T-6	The Debt Management group does not effectively monitor Trustee-related interactions							A	A	A